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In the process of inventoring and surveying the Personnel Office a brief study was made of the forms used and it was discovered that the following numbered CIA forms were duplicated:

37-6 Personnel Information Card (Machine Record- 3¼ X 7½)

37-6 Personnel Information- Letter Size (Creased to tear into four sections)

37-118 Report of Contact

37-118 Lead or Source Report

Several copies of "Bootleg" forms are attached, with recommendations noted thereon as to their replacement by standard forms or their submission to Form Management for acceptance and standardization.

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EXHIBIT 4

An uniform charge-out system should be instituted for the control of Personnel Folders and Applicant Files using a charge-out similar to the one attached. All material withdrawn for loan should be replaced with a charge-out indicating the name or number of the file, the name of the person to whom loaned and his telephone extension together with the date charged out. A periodic check up should be made to insure prompt return of files. This may be done systematically if the SUSPENSE part of the charge-out form is filed in chronological order and the transfer slips are attached to it.

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